

**U.S. ARMY CORPS OF ENGINEERS/FEDERAL EMERGENCY
MANAGEMENT AGENCY/STATE OF ILLINOIS
Temporary Housing Partnership Charter
FEMA DISASTER 1469 DR IL**

I. General. Following a declared disaster or emergency and in accordance with Executive Order, the Federal Emergency Management Agency (FEMA) is authorized to provide temporary housing to affected victims in the declared disaster areas. Under the Federal Response Plan (FRP) FEMA has tasked the Corps of Engineers (COE) to assist in the temporary housing mission for the declared disaster areas in the State of Illinois. The purpose of this mission includes but is limited to: furnish, deliver and install travel trailers (TTs) in the most timely and cost effective method possible. This plan is authored with the assumption that an estimated 20-50 TTs would be provided and installed in rural areas primarily in a four county area in extreme southern Illinois, however installations may also include areas in any of twelve counties covered by the disaster declaration.

Most important to the mission is to get the temporary housing mission off to a successful start. Early progress visible to the public and media will help win the public's confidence.
***MOST IMPORTANT IS TO GET NECESSARY ASSISTANCE TO THE VICTIMS AS
EXPEDIANTLY AS POSSIBLE AND AT LEAST COST TO THE PUBLIC.***

II. Staffing. The Emergency Support Function (ESF) for the Temporary Housing Planning & Response Team (PRT) staff is designed to provide minimum number of personnel to effectively manage and execute a mission in concert with the responding Division command and control structure or team. It is comprised of a diverse group of individuals with technical skills. The scope of the team's expertise allows it to deal with the mission from the initial FEMA tasker through the planning, design, and construction phases, to the final turnover of completed installations of TTs on private and/or group sites. The Mission Manager is responsible for mission execution, with the assistance of the Mission Specialist, and the ESF#3 Action Officer, who is the team liaison at the Disaster Field Office (DFO). The Mission Specialist will act for the Mission Manager in his/her absence.

III. Process. Furnishing, hauling, and installing the TTs will be a joint team effort between FEMA and the Corps of Engineers, with the cooperation and support of the State of Illinois and local officials. The process will begin with the Corps contacting state and local officials for information on code requirements and permits required. The Corps will then finalize the specifications and contract documents, obtain quotes and award the contract(s). Contracting methods will be flexible enough to allow for multiple orders as needed to accommodate the changing needs of FEMA as they respond to the disaster victims. To minimize execution time, suppliers on the existing GSA schedules will be used. Use of local suppliers, vendors and contractors will be strongly encouraged to maximize use of local subcontractors in accordance with Stafford Act Requirements. TTs will be delivered to a central staging area. The trailers will be inspected upon delivery and received or rejected based on their condition. They will then be disbursed to the identified locations, based on the addresses provided by FEMA. Site plans will be developed at each location and sketches made of the trailer placement location and utility hookups. The trailers will be installed using FEMA defined processes and documentation. Once the trailers have been determined to be ready for occupancy, the trailers will be turned over to FEMA. Documentation of the entire process will be completed as defined and/or prescribed by the FEMA Individual Assistance representatives responsible for temporary housing in the DFO.

IV. Budget and Schedule. An estimated cost for this mission which includes labor, TT purchase and installation is \$20,000 per unit. PRT mission deployments are established at 30 days and it is expected this mission will be completed and closed out in that time period. If requirements remain after 30 days, it is expected the PRT Team will disengage and the mission will be transferred to the Louisville District Corps of Engineers for completion. Any requirements such as pumping, maintenance of TTs, etc. that are long term in nature will be FEMA's responsibility. It is known by all signatories that the data in this paragraph is *estimated* and will be expected to change in response to mission requirements.

V. Assumptions.

If Quality Assurance (QA) personnel observe a location with sanitary, water or electrical systems that appear unsafe or not in accordance with code, the location will be referred back to FEMA as unacceptable until the situation is resolved and a TT will not be placed.

Debris is not expected to interfere with TT installation.

TTs may be placed in a floodplain provided an evacuation plan is in place. The evacuation plan will be completed by FEMA (or the COE and provided to FEMA)?

VI. Mission Reporting. Not later than 0900 daily, the COE will provide a daily report to FEMA's identified representative once the first TTs arrive in the disaster area, most likely at the pre-determined staging area. The report will include:

of TTs received in staging

total # of TTs in staging

of TTs turned over to FEMA as ready for occupancy

of TTs installed

FEMA will provide the COE's ESF#3 Action Officer newly approved locations for TT placement via the Request for Site Inspection form as soon as they are identified. The ESF#3 Team Leader will provide the Federal Coordinating Officer (FCO) a daily status report addressing status, progress, and other issues of mutual interest related to the mission.

VII. Coordination with Other Agencies. To successfully complete the temporary housing mission, close coordination between the partnering federal agencies (COE & FEMA), and various other state and local agencies is critical. The collection of members from all the involved agencies will be considered the total housing team. The State of Illinois will be consulted and coordinated with on a regular basis and necessary reports will be provided to insure pertinent information is available so the state can adequately represent the interest of their citizens; especially those affected in the disaster areas. Listed below is a list of key agencies and their departments that will have significant input to the direction and execution of the mission. All parties are committed to open communications, joint problem solving and teamwork to accomplish the goals and objectives of the mission.

FEMA Individual Assistance and Temporary Housing

FEMA Environmental Operations

FEMA Logistics

Illinois Department of Emergency Management

Illinois Department of Natural Resources

Illinois Department of Health

Various county, township and city officials and representatives

VIII. Safety. Throughout all phases of the mission, the safety of personnel and victims is top priority. The primary responsibility for safety with the Temporary Housing PRT rests with the Mission Manager. QA staff at the field construction sites will evaluate and provide oversight to the contractors' safety plans and execution.

IX. Public Affairs. During a disaster response, Federal and State agencies coordinate dissemination of media information through the Joint Information Center (JIC) located at the DFO. Field staff will refer media requests to the JIC when appropriate or if necessary, respond with courtesy and in the best interest of the public agencies responding to the disaster.

X. Operation and Maintenance. The COE will not be responsible to complete any operation, maintenance or pumping of holding tanks once the TTs have been turned over to FEMA as “Ready for Occupancy.” POCs for warranty items will be provided to FEMA and any other operation and maintenance or repair functions will be the responsibility of FEMA or any local entity as coordinated by FEMA.

XI. Final Mission Close Out. COE and FEMA representatives will physically inspect each installation site after the TT has been turned over to the private individual. All Certificates of Origin will be provided to FEMA along with any extra keys, manuals or other documentation associated with each unit. The Mission Manager or other designee on the PRT drafts a physical close out letter and provides it through the ESF# Action Officer to the ESF#3 Team Leader who will coordinate with the FCO and state government as appropriate for signature. Fiscal close out will occur when all contract payments, travel and labor expenses have been met.

THE UNDERSIGNED AGREE TO ABIDE BY THE TERMS AND INTENT OF THIS PARTNERSHIP AGREEMENT WHICH WILL LEAD TO THE SUCCESSFUL COMPLETION OF THE DEFINED TEMPORARY HOUSING MISSION AND PROVIDE ASSISTANCE TO THE DISASTER VICTIMS IN THE STATE OF ILLINOIS.

Steven D. Rager
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